How to add your timetable to your Outlook or Google calendar

(Downloaded from Semestry Help 17/01/22 Jess Joseph)

Adding to Outlook:
With the URL text copied navigate to the Calendar section of Outlook:

Once in the Calendar area from the top ribbon select ‘Add Calendar’, from ‘Internet’:

Paste the URL link into the next message box that appears:

Clicking OK will complete the subscription & the calendar will load.

Adding to Google Calendar:

From the landing page on Google calendar, next to ‘Other calendars’ click the + icon:

Other calendars

The next menu window will appear from this select ‘Subscribe to Calendar’:

A new screen will load, from the left-hand side under General change the view to ‘From URL’:

Paste the copied URL from TermTime portal landing page into the box on the right-hand side of the screen:

Click ‘Add calendar’ to complete the subscription.